



January 6, 2012

Dear County and District Superintendents and Charter School Administrators:

**REMINDER OF UPCOMING DEADLINE: 2011–12 California Longitudinal Pupil Achievement Data System (CALPADS) Fall 2 Annual Update (Staff Assignments / Course Enrollment / English Learner (EL) Services)**

You are receiving this message as a reminder that the certification deadline for the 2011–12 CALPADS Fall 2 Annual Update is **January 18, 2012**. As of today, your local educational agency (LEA) or independently reporting charter school (IRC) has not yet certified at Level 2 the 2011–12 CALPADS Fall 2 staff assignment, course enrollment, and EL services data. We ask that you support and encourage your staff to update and certify your CALPADS Fall 2 data by the January 18 deadline.

A Fall 2 amendment window of January 19, 2012 through February 29, 2012 has been established for LEAs and IRCs to amend their data. The California Department of Education (CDE) will **not** have a contingency Professional Assignment and Information Form (PAIF) collection for these data. Therefore, LEAs must certify their Fall 2 data in CALPADS by the **February 29** amendment window deadline in order to fulfill federal reporting requirements, including federal Highly Qualified Teacher (HQT) reporting, and in order to provide CDE with the data necessary to pre-populate the 2011–12 School Accountability Report Card (SARC) template. LEAs and IRCs that fail to certify their 2011–12 CALPADS Fall 2 data by the **February 29** amendment window deadline will be considered to be “at-risk” and therefore more likely to receive a Federal Program Monitoring review. Once the amendment window has closed, official staff assignment, course enrollment, and EL services data will be posted on DataQuest and viewable by the public.

In order to complete and certify the 2011–12 CALPADS Fall 2 Annual Update for your LEA, the steps below must be performed by your CALPADS LEA Administrator. To be on track to comfortably finish these updates and certify by the January 18 deadline, your LEA or charter school should be at or beyond step 4.

1. Complete Fall 2 Data Population for Staff Demographics/Assignments and Course Attributes/Enrollment
2. Upload Staff and Course files (SDEM, SASS, CRSE, SCSE)
3. Review validation errors, reconcile as needed
4. Post Staff and Course files

5. Review the certification reports within CALPADS and reconcile as needed
6. Certify the Fall 2 data submission within CALPADS (both Level 1 and Level 2)

You may check the certification status of your LEA or IRC on the CALPADS County-level Certification report located at <http://www2.cde.ca.gov/calpadsstatus/index.aspx>. Select the Fall 2 data submission and your county from the menu; then press the "Get Report" button. A report will be generated listing each LEA and IRC in your county that displays information about their Fall 2 certification status. The Fall 2 report shows prior and current year certificated staff counts, current year course enrollment counts, the number of fatal errors, and the certification status of each LEA and IRC in your county. In order to certify the CALPADS Fall 2 data, LEAs and IRCs must have zero fatal errors. Reports are updated each Monday.

There is still time to submit these critically important data and prevent any negative consequences for your LEA. My staff and the staff on the CALPADS Service Desk are eager to work with LEAs and IRCs to get this work completed on time. If you have any questions, please contact the CALPADS Service Desk using the web form located at <http://www2.cde.ca.gov/CALPADSHELP/DEFAULT.ASPX> or by sending an e-mail to [calpads-support@cde.ca.gov](mailto:calpads-support@cde.ca.gov).

Thank you in advance for your assistance.

Sincerely,

Keric Ashley, Director  
Educational Data Management Division

KA:rb